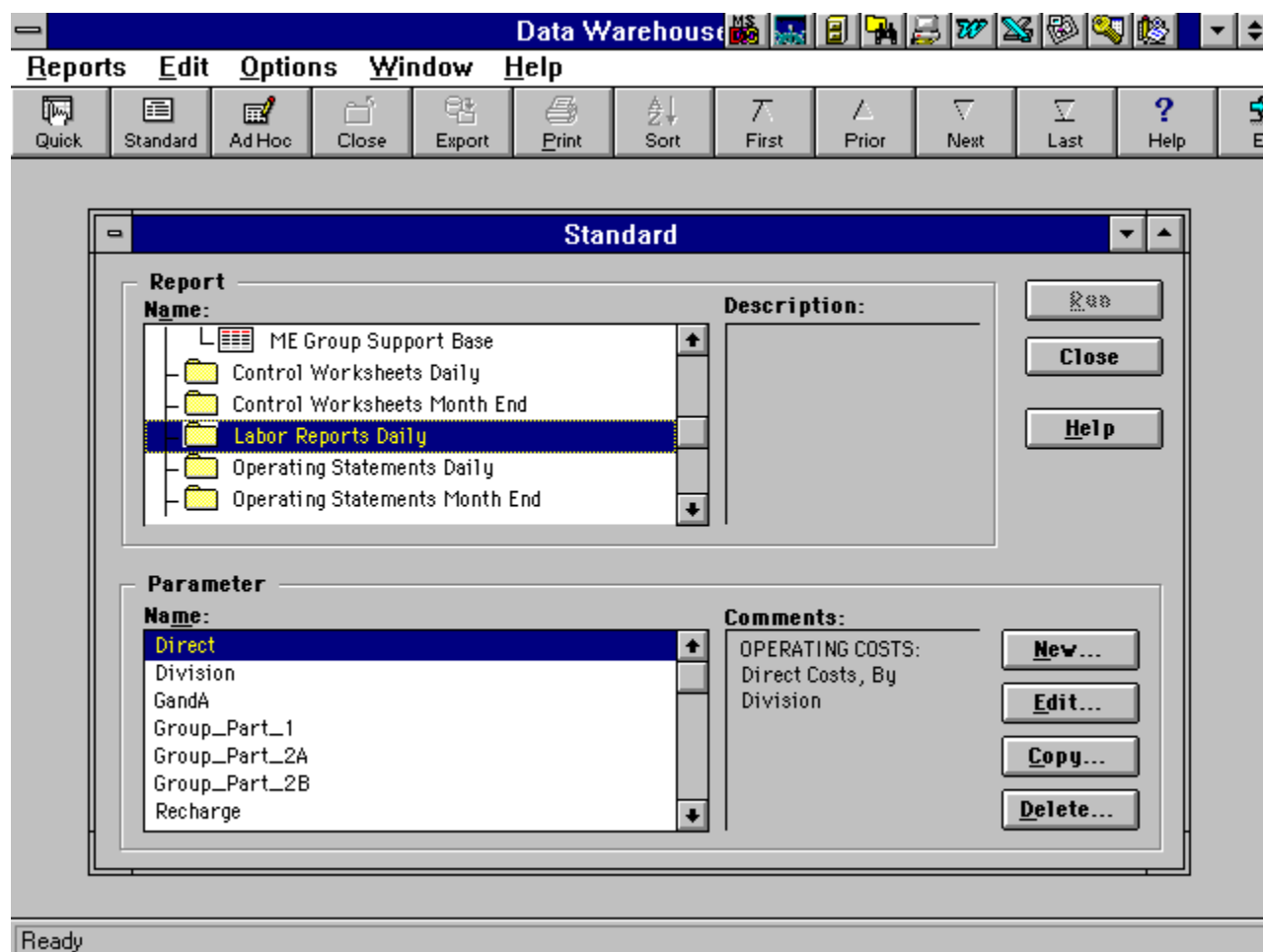


## Data Warehouse Scenario 3: Periodic Statements of Personnel on Program

**Problem** The principal investigator for program code H350 is interested in getting weekly/monthly statements for personnel that have charged labor to his program.

**Solution** Run a Standard Report by clicking on the *Standard Reports* icon on the *Data Warehouse* screen (refer to Scenario 1). The *Standard* screen displays. Under *Report Name*, click on the *Labor Reports Daily* icon. Clicking on an option in the *Parameter* box displays a data description in the *Comments* box on the right side of the screen. To create a new set of parameters for your report, click on the *New* button to the right of the *Comments* box.



*Continued on next page*

## Data Warehouse Scenario 3: Periodic Statements of Personnel on Program, Continued

### Parameter screen

The *Parameter - [New]* screen displays. Under the *Criteria* tab, you can specify multiple parameters for each report. Click your cursor once inside the *Item* box, and a pull-down menu displays. Select an *Item*. The system fills in an *Operator* appropriate to the *Item* you selected. Enter a valid *Value* for that item. Click the cursor once inside the *And/Or* box and select either And or Or to specify the relationship of that parameter and the next one, if you are specifying more than one parameter. If you do not want to specify where to *Sort* or *Break* the report, click on the *OK* button.

Item	Operator	Value	And/Or

Insert Row Delete Row

Comments:

*Continued on next page*

## Data Warehouse Scenario 3: Periodic Statements of Personnel on Program, Continued

**Sorts or breaks** You can specify how to either *Sort* or *Break* the report (or both). In the *Available* box, click on the parameter that you are selecting for the sort or break, and click on the *Add* or *Remove* button. Enter *Comments* at the bottom of the screen, if applicable. If you are specifying a break, you can click on the *New Page on Break* box, located at the bottom right of the screen, to create a new page at each break. Click on the *OK* button.

Parameter - nevtest

Criteria      Sort      Break

**Available:**

- Activity Data Sheet
- Associate Director Code
- Asst. Secretary
- B & R
- BR2
- Budget Analyst Z No.
- Burden Code
- Cost Account
- Cost Center
- Disciplinary Assoc. Dir.
- Division Code

**Selected:**

- Fiscal Year

Add >      < Remove

☒ New Page on Break

**Comments:**

For Project Manager A

OK      Cancel      Help

*Continued on next page*

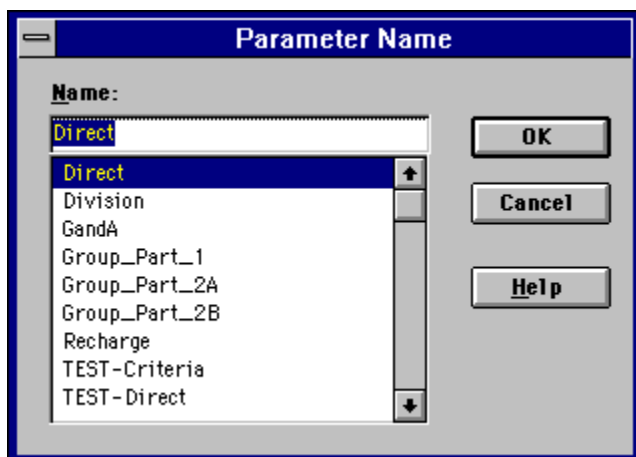
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## Data Warehouse Scenario 3: Periodic Statements of Personnel on Program, Continued

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**Parameter file name**      The *Parameter Name* screen displays. Enter a name for the new parameter file and click on the *OK* button to save the new file under that name

**Note:** The parameters that you create are stored on your local PC and may be given any name that you choose for easy future identification. The parameter file will be stored in the parameter library and can be used with Standard Report formats for report generation.



**Generate the report**      The *Standard* screen displays again with the new *Parameter Name* highlighted. Click on the *Run* button to generate the report.

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## Data Warehouse Scenario 3: Periodic Statements of Personnel on Program, Continued

### Existing parameters

At the *Standard* screen, you can create a report using an existing set of parameters by selecting the *Report Name*, if you have not yet done so, and the *Parameter Name* that you wish to use for the report. If you need to edit the *Parameter* file, click on the *Edit* button. If you wish to use the *Parameter* file as is, click on the *Run* button to generate the report.

### Report generation

The report displays using the parameters that you specified, as shown in the example below.

Los Alamos National Laboratory Employees by Account									
Parameter: sltest2 Date: October 11, 1995 11:16 am Page: 1 of 1 Fiscal Year 1994 Program Code H350				YTD Cost	Oct Cost	Nov Cost	Dec Cost	Jan Cost	
Labor Pool	Cost Center	Z Num	Employee Name Prog/CA/VP/VI						
COSTS-TSM	8P0300	115423	Bill Orr	23.0	4.0	4.0	3.0	3.0	
COSTS-TSM	8P0300	084326	Kathy Barnes	30.5	3.0	3.0	3.0	3.0	
			<b>COSTS-TSM K\$</b>	<b>53.5</b>	<b>7.0</b>	<b>7.0</b>	<b>6.0</b>	<b>6.0</b>	
COSTS-TSM	8P0300	082864	Scott Hodges	15.5	0.0	6.0	0.0	4.0	

Ready